

Logging on to Dayforce via dash.anl.gov

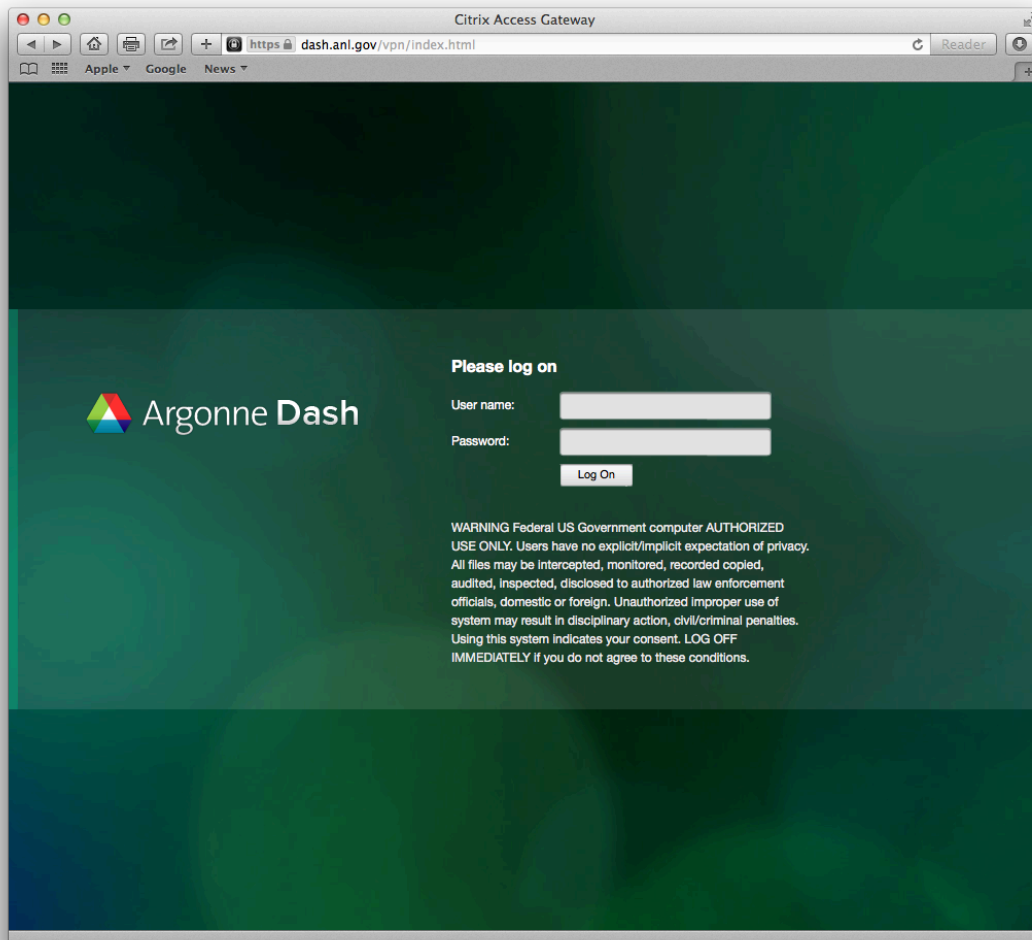
The laboratory has been making efforts to publish administrative applications to the Citrix Access Gateway at dash.anl.gov. Recently, the lab has published the Dayforce time management system.

In order to utilize the Citrix Access Gateway at dash.anl.gov, you will need the Citrix Receiver application. By default, Citrix Receiver is installed on all APS desktops and laptops. If for some reason it is not, or you cannot proceed through the following steps, please submit a support ticket at <http://support.aps.anl.gov>

Step 1 – Log On to the Citrix Access Gateway at dash.anl.gov

Open a web browser and enter the URL dash.anl.gov

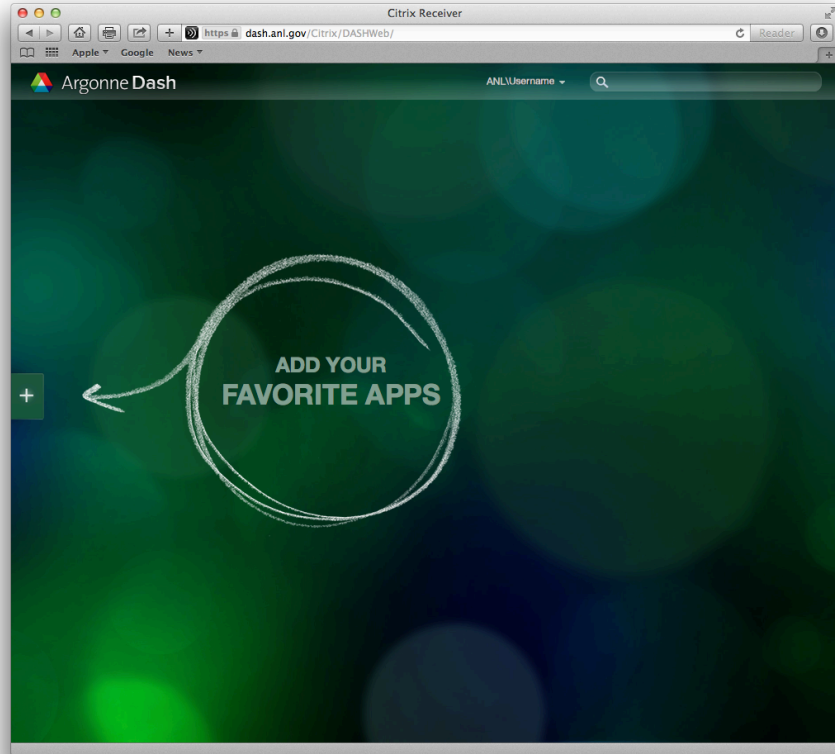
You should see the following log in page:



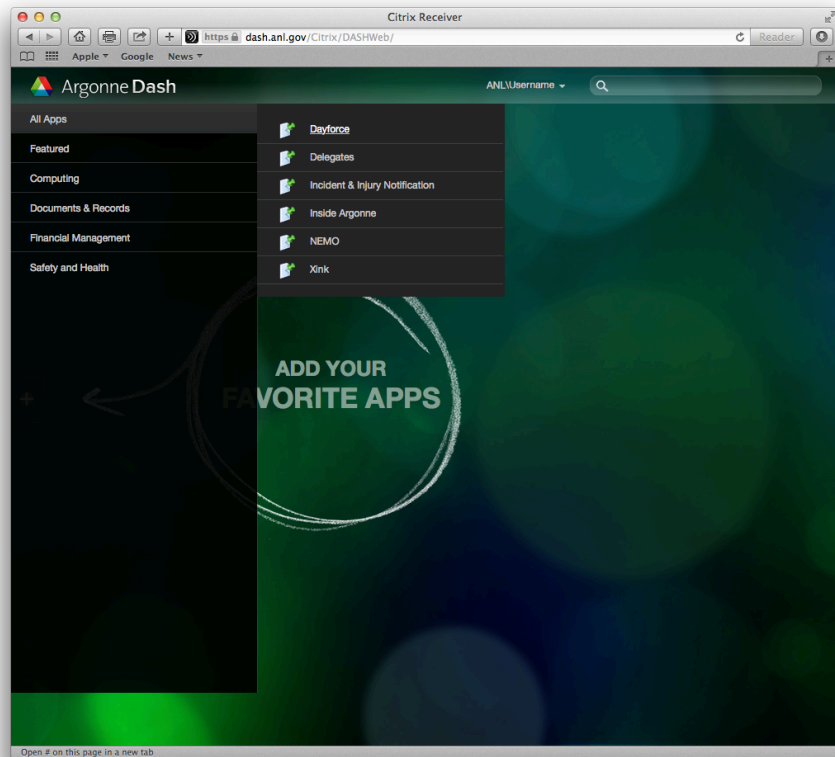
Log in with ANL Domain credentials. The ANL\ prefix is not used.

Step 1.5 – Add your Favorite Applications

After successfully logging in for the first time, you will be presented with the following screen:



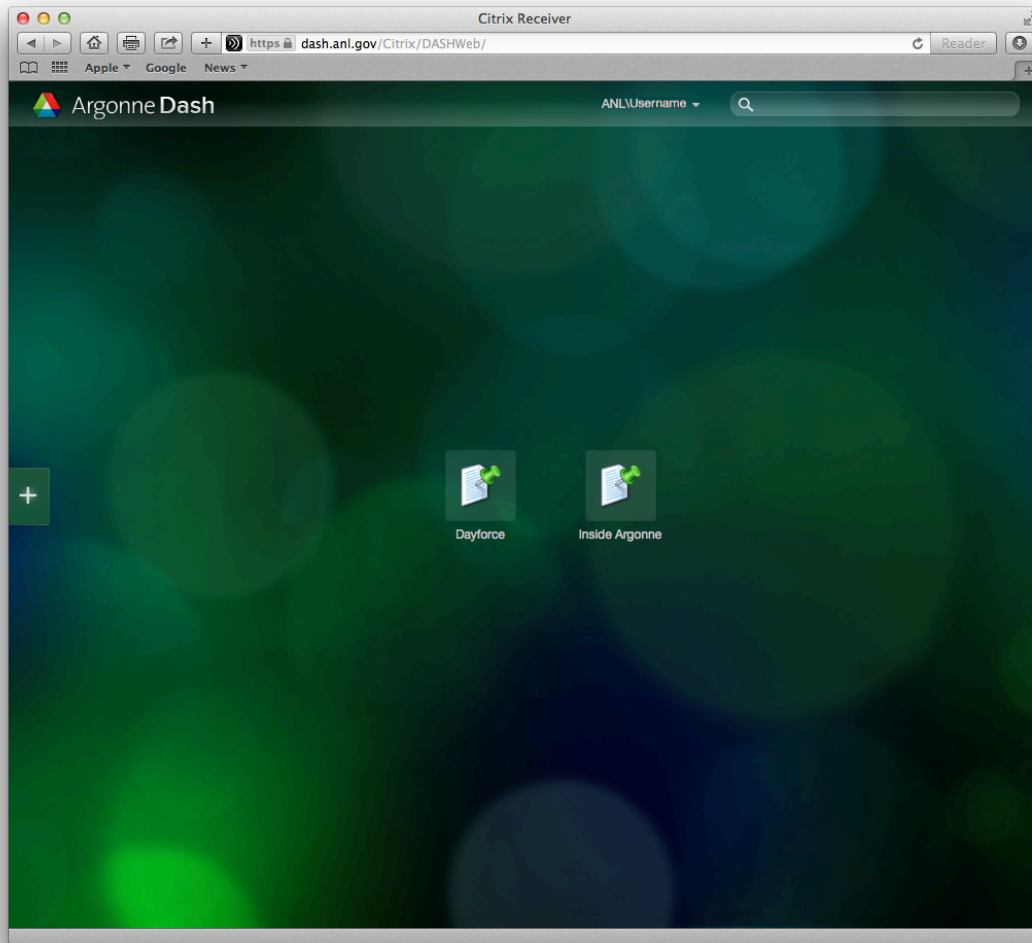
As suggested by the chalk circle, clicking on the + tab on the left brings up the following menu:



Clicking on "All Apps" brings up the sub-menu showing all the currently published applications available for use. Clicking on the individual applications marks them with a check and adds them to the virtual desktop in the background, thus making them favorites for you on future logins – **you will only have to do this step once.**

Step 2 – Open Dayforce

Simply click on the Dayforce icon on the virtual desktop.

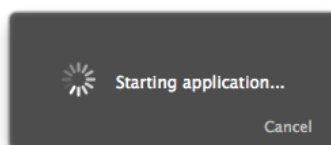


The first time you attempt to open Dayforce (or another application), you may receive a message asking you if you wish to trust the Citrix Receiver Plug-in. It will look something like this:



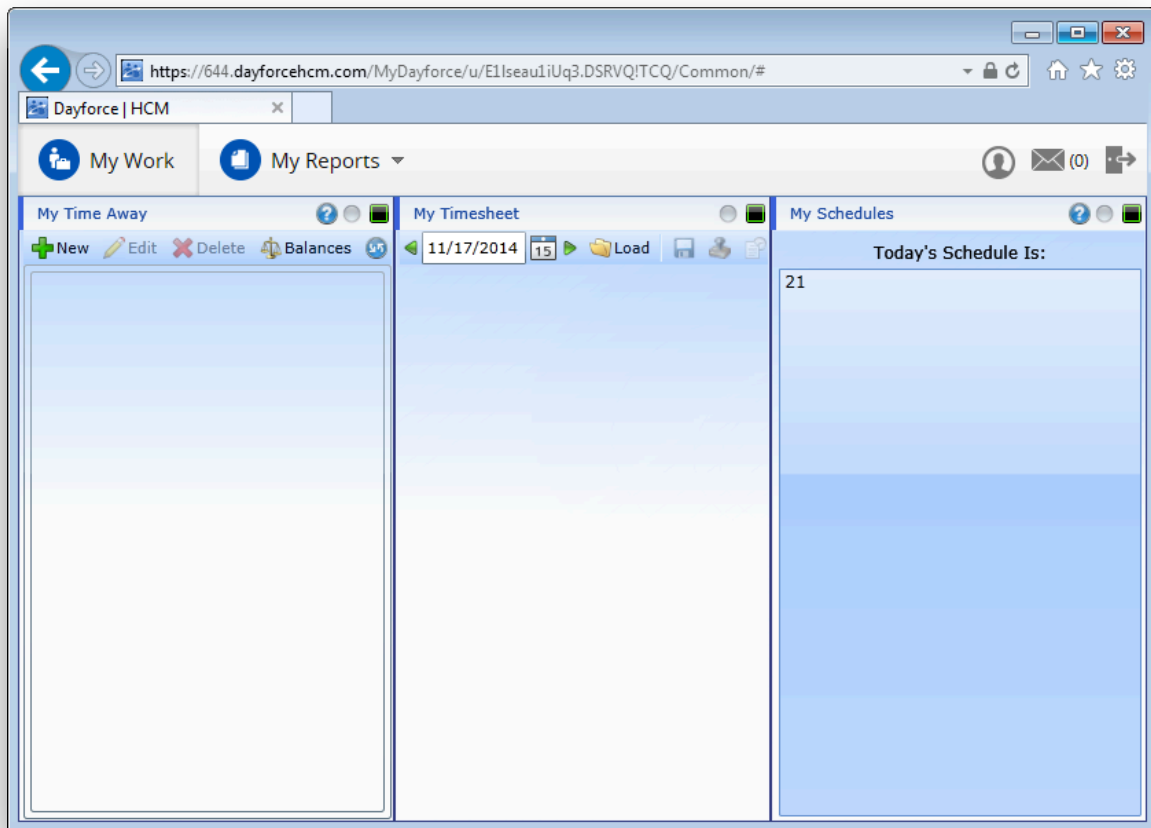
IMPORTANT: Trust the plug-in. It will only ask you to do this once.

After trusting the plug-in and each time going forward, you should see an indicator that Citrix Receiver is launching the requested application:



Step 3 – Fill Out Your Dayforce!

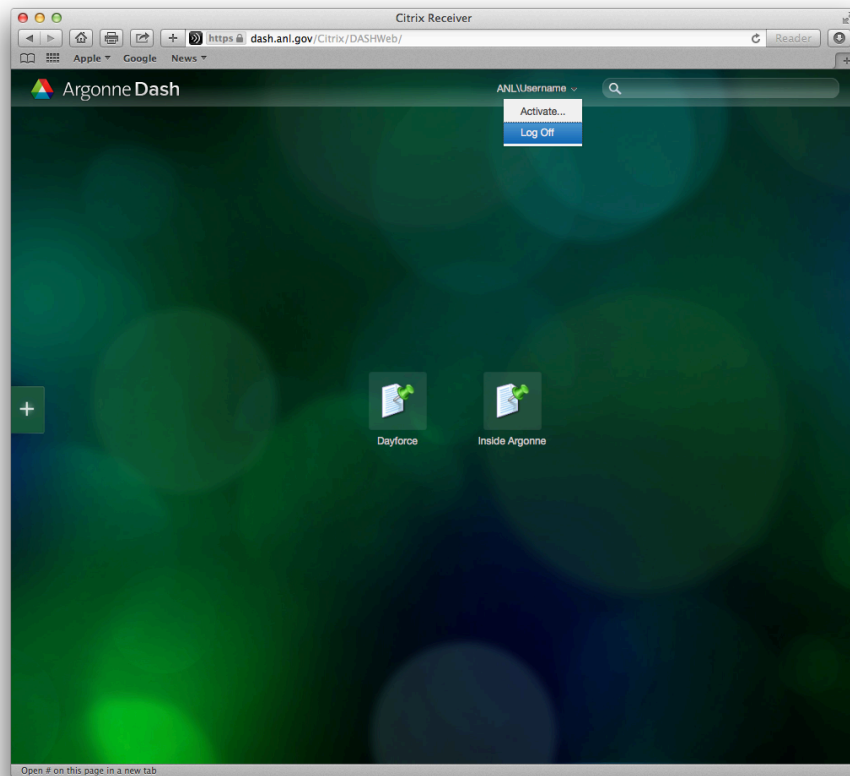
Fill out your Dayforce as you normally would:



When you are finished, click on the exit door icon and return to the Citrix window you opened in your browser.

Step 4 – Log off

Upon returning to the Citrix window in your browser, log off of the session by clicking on your username towards the top of the page and selecting "Log Off":



You will be notified that you have successfully logged off:

